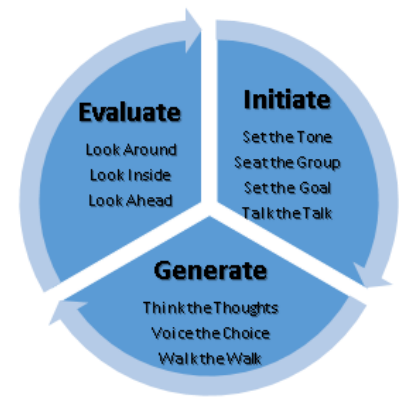


The 15 P's of Creating a Successful Committee Process

Use the IGE (Initiate → Generate → Evaluate) system when working in committees or groups for a project or event



INITIATE

- 1) **Plan Ahead:** School calendar party. Set up event binders.
- 2) **Pick Your Passion:** Event preference survey for students
- 3) **Placement:** Adviser assigns groups based on preferences and group dynamics (think true colors and equity). Set up Socratic round-table seating and plan ice breakers & team builders.
- 4) **Parameters:** Adviser provides event description, expectations, and limitations. Encourage students to seek out information and get admin approval. Always focus on purpose and goals.
- 5) **Prepare:** Come to the group with your own ideas written down AND gather ideas from friends and people outside ASB (i.e. your target audience). Review previous years' work and feedback.
- 6) **Get Perspective:** The loudest idea isn't always the best. Share out ALL ideas before talking about ANY of them (1st: everyone shares ideas w/ no interruptions, 2nd: open discussion, write down the ideas you liked and add new ideas based on what you heard). Get class ideas too.
- 7) **Create a Proposal:** Start with Why (*Simon Sinek*), then Who, What, When, Where, and How.
- 8) **Remember the Purpose:** Focus on the Why. Remind students they are serving your school or community. Consider who is at risk of being excluded and problem solve to ensure they are included. When roadblocks occur go back to why you started and what you hope to get out of it.

GENERATE

- 9) **Project Roles:** Give everyone a collaborative management role for accountability, however they are not in charge of completing it by themselves. Example roles: Project Manager, Secretary, Marketing & Communications Manager, Resources & Materials Manager, others?).
- 10) **Planning Tool:** A duty board or checklist and calendar, both for the group AND each person. To Do/Doing/Done OR Due Date / Start By/ Date Started /To Do/Assigned To/Date Finished.
- 11) **Present Proposal:** Have Project Manager present plan to class and get feedback, further ideas, and possible concerns from class and adviser. Invite admin to this session!
- 12) **Go Through the Process:** Each work day read out the duty board or planning tool, see which items are a priority, and ensure items are delegated and completed. Check due dates.
- 13) **Create your Product:** Make sure you stop planning and actually start producing a product! You never have as much time as you think, be wary of how many things you'll "do later."

EVALUATE

- 14) **Ponder:** Reflect on the Hits, Misses, and Wishes for both the process and product. Complete a personal reflection, hold a class reflection, and gather feedback from the school on the product. Compile all feedback on one paper and leave in the committee binder for future events.
- 15) **Personal Evaluation:** Summative eval of personal and committee members' contributions.

ASB LEADERSHIP COMMITTEE INTEREST SURVEY

Name: _____

Grade: _____

Below are each committee or event we will run throughout the year. Mark your preference for which committees you would most like to be involved with. I CANNOT guarantee you will always get your top choices, but I will ALWAYS do my best to try.

~~ RANK THE ORDER OF COMMITTEE PREFERENCES FOR EACH ROTATION ~~

Rotation 1

- WE Scare Hunger food drive
- WE Create Change drive (Rot1-2)
- Custodial Appreciation Week
- Fall Pep & HoCo Assembly
- HoCo Royalty (elections & halftime show)
- HoCo Tailgate
- HoCo Dance

Rotation 2

- Veterans Day Assembly
- Winter Wishes (Rot2-3)

Rotation 3

- AHIB Assembly (Rot 3-4)
- Winter Pep & Winter Wishes Assembly
- School Board Recognition
- MLK Day ON (Rot 3-4)

*** GOLDEN TICKET ***

If there is ONE committee you ABSOLUTELY want to be in, cannot live without, circle it and I will do my best to place you within this committee. This is NOT GUARANTEED and you may NOT do early planning by assumption!

Rotation 4

- School Counselor Appreciation
- Informal Dance (Seniors only)
- Warriors Care Week
- Valentines Fundraiser (Soph only)

Rotation 5

- Women's History Month
- Classified Staff and Librarian Appreciation
- Spring Pep Assembly
- Fresh Prince of CP (Rot 5-6)
- Multicultural Assembly (Rot 5-6)

Rotation 6

- Secretary and Lunch Staff Appreciation
- Teacher & Principal & Nurse Appreciation
- Prom (Juniors only)
- Arlington Project Ceremony (Rot 6-7)

Rotation 7

- Moving Up Assembly
- Senior Video

Continuous Committees

Rank in order of preference

Marketing

Calendar, Hall Street Journal, Birthdays

Life Skills Liaison

Build relationship with special needs students (lunch buddies or adaptive PE mentors)

Green Team

Recycle, environmental initiatives

Spirit

Class competitions, posters, spirit/awareness days, spirit gear orders

Agapè

Service, appreciation and recognition, awareness, inclusion, and diversity initiatives (heritage months are run by culture clubs)